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AUTHOR	Andronik, Catherine, Comp.; And Others
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ABSTRACT

Articles from "Library Talk" and "The Book Report" on school library management about setting goals, long-range planning, and the day-to-day operation of a school library are collected in looseleaf notebook format for the convenience of the librarian. Each section begins with a general discussion of the topic, followed by selected articles. Section 1, "Goal Setting and Evaluation," contains information about planning and evaluating, and in section 2, "Getting Organized," tips are presented on time management, communicating, and renovating. Advice on writing policy statements, collection development decisions, and censorship issues are included in section 3, "Selection, Weeding, and Inventory." Section 4, "Circulation, Processing and Overdues Management," provides many useful forms, and "Supervising Aides and Paraprofessionals," section 5, includes tips for dealing with volunteers. Section 6, "Budgeting," discusses creative fund-raising strategies, and section 7, "Computers and the New Technology," deals with the multitude of options. Section 8 is an 89-item bibliography. (SLD)

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